



Kittitas Reclamation District

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Criteria Definitions for 2022 On – Call Annual Roster

Scoring Criteria 1: Qualifications of Firm

Min pts 0: Max pts 20

A. Include the following items:

- List the qualifications of your firm;
- How long has your firm provided these services;
- Provide the number of employees within the state of Washington. Also, provide the number of employees that your firm has nationwide; and
- Provide organization chart of your firm and include the respective roles of team members that your firm will provide.

B. Include the following items:

Provide a table identifying current availability of key staff and resources for your firm. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

C. Include the following items:

Firm's Project Management System

- Describe your firm's Quality Assurance/ Quality Control Program;
- Describe the method your firm uses to monitor project scope and budget; and
- Describe your change management process, techniques, experience, and project results.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)

Min pts 0: Max pts 30

The number of proposed Project Managers is limited to a maximum of three (3.)

A. Include the following items:

Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project. Demonstrate that the Project Manager(s) have

worked as a Project Manager on complex Irrigation projects and steps used to ensure timely delivery on budget of those projects including surveying, design/PS&E and planning.

B. Include the following items:

Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.

C. Include the following items:

Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:

- Project schedule (list the software your firm uses to develop project schedules);
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Firm's Technical Expertise

Min pts 0: Max pts 50

Category 1

Engineering Design

- Civil
- Structural
- Construction Management
- Project Scheduling

Demonstrate your technical expertise in the bullets above.

Category 2

Land Surveying

- Traditional
- Lidar (drone or vehicle)

- Boundary
- Construction
- Site Planning
- Topographical

Demonstrate your technical expertise in the bullets above.

Category 3

Environmental Science

- Archeology
- Cultural Surveys
- Planning

Demonstrate your technical expertise in the bullets above.

Category 4

Systems Integrator*

- Telemetry Data Collection from Remote Sites
- System Controls (e.g., automated gates)
- Software and Programming
- Design of SCADA Systems

**A systems integrator (or system integrator) is a person or company that specializes in bringing together component subsystems into a whole and ensuring that those subsystems function together.*

Demonstrate your technical expertise in the bullets above.

Scoring Criteria 4: References/Past Performances

Min pts 0: Max pts 50

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for previous projects that are either currently active projects or that has a project completion date within the last three (3) year.